

**Minutes of Meeting**  
**Of the Board of Directors of**  
**The Tower Ranch Community Association (TRCA)**  
**BOD-7**

**Date:** Tuesday, 4 July 2017 – 7:00 PM  
**Place:** Members Lounge, Tower Ranch Clubhouse  
**In Attendance:** Directors – Craig Fowler, Jennifer Bridarolli  
Transition Committee – Glen Wood, Jon Durkin, Donna Welda and  
Rick Roe.

**Opening and Introductory Comments**

Craig Fowler opened the meeting at 7:00 PM and the Meeting agreed he would act as Chairman for BOD-7. The Chairman welcomed the Director and Transition Committee to the seventh meeting of the TRCA Board of Directors (BOD).

**Approval of Minutes for BOD-6, 20 June 2017**

The Chairman queried if there were any comments or suggestions to the draft Minutes for BOD-6 held 20 June 2017 and if there were none forthcoming recommended approval of the Minutes. Jennifer Bridarolli moved that the BOD-6 Minutes be approved, seconded by Glen Wood. Members unanimously voted in favour.

**Update on Legal Position**

Craig Fowler advised that the Retainer has been signed with Doak Shirreff Lawyers. An e-mail from Christy Lovig of Doak Shirreff was read aloud to the meeting by Craig Fowler noting that a meeting has been requested and some task/questions put to the Board. The Meeting agreed that Craig Fowler should arrange the meeting with Ms. Lovig and that the meeting be limited to just the Directors. Ms. Lovig noted that if the TRCA BOD would like her to request the physical files for TRCA from their previous Counsel, Pushor Mitchell, written authorization from the BOD is required. Agreement was provided by the Meeting for Craig Fowler to send a letter/e-mail to Ms. Lovig requesting she obtain relevant TRCA files/documents from Pushor Mitchell.

**Carrington**

The Chairman advised dates of July 6 or 11 had been proposed by Carrington's representative David Keelan to meet on the topic of the clubhouse strata. This meeting would hopefully determine the Strata Council nominees for both parties.

It was agreed that the TRCA representatives to the meeting with Mr. Keelan would be Craig Fowler, Glen Wood, Jon Durkin and Donna Welda. The Chairman agreed to confirm the meeting date/time/location and advise.

### **Parkbridge Update**

The Chairman advised that no response from Parkbridge has been received to date to the TRCA BOD's letter requesting Parkbridge's consideration to writing off the \$51K outstanding.

### **Update by Team Leaders**

The Chairman invited team leaders to provide brief updates.

Glen Wood – lead for landscaping. Glen advised that Mark Bouree has suggested mid-July for timing of the installation of grass/irrigation on the northside boulevard on Tower Ranch Blvd. Nothing has been heard from ICBC to date with respect to repair of the damaged controller noting that 30 days from claim initiation is up July 13 and he will follow up. Glen questioned if the BOD was interested in seeing if the entrance waterfall feature can be reactivated. The response was yes but perhaps on a volunteer basis at this point.

Donna Welda – lead for financial. A status update on fees/receivables prepared. A suggestion for getting more PAD's on line was to send out individual notices to homeowners indicating what has been paid and including a PAD.

Jon Durkin – lead for clubhouse amenities. Jon advised that the a/c has been repaired for the amenity room. There are several bookings for the amenity room for July. The matter of the possibility of renting the hall storage room has been put on hold for now. Jon queried if the fence repair had been done...will check and advise next meeting.

### **Other Business**

The matter of who would enforce the Building Guidelines/Regulations was raised and discussed briefly...there was a reference to this matter in a communication from Doak Shirreff and it will be raised at the upcoming meeting with Ms. Lovig.

Speed on Tower Ranch Boulevard was raised by Jon Durkin who had discussed this with the Golf Course Manager who indicated he would support any actions to help reduce speeding. Jon will also speak with Dilworth then approach the City to determine what the options are and report back.

### **Adjournment and Next Meeting**

The Chairman advised that the next TRCA BOD meeting (#8) will be held Tuesday, July 18, 2017 at 7:00 PM and adjourned the meeting at 8:10 PM